



ORIGINAL

UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1000.2B

S-1

28 MAY 2009

AIR STATION ORDER 1000.2B

From: Commanding Officer
To: Distribution List

Subj: STATION ASSISTANCE PROGRAM (SAP) FOR NON-T/O BILLETS

Encl: (1) Billet Assignments

1. Situation. There is a valid requirement for non-T/O billets at Marine Corps Air Station (MCAS) Beaufort to ensure the efficient operation of the Air Station. The enclosure lists these billets.

2. Cancellation. ASO 1000.2A.

3. Mission. To provide instructions for the assignment of MCAS personnel to fill additional non-T/O billet requirements.

4. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent. To assign MCAS personnel to fill additional non-T/O billet requirements.

(2) Concept of Operations. This Order contains changes and must be reviewed. Major changes are as follows:

(a) Changes the staffing responsibility and point of contact to the Sergeant Major, Headquarters and Headquarters Squadron.

(b) Removes the assignment of billet requirements from specific sections.

b. Subordinate Element Missions. Headquarters and Headquarters Squadron command element will:

(1) Coordinate with departments and sections to ensure equitable distribution of billet assignments and requirements.

(2) Provide personnel to be assigned for duty for a minimum of 6 months and no longer than 12 months, as annotated.

(3) Ensure replacement of personnel will not require more than a five-day turnover period.

(4) Ensure Marines/Sailors to be assigned meet all billet requirements and are not serving on a current contract with a selective reenlistment bonus.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

28 MAY 2009

(5) Ensure Marines to be assigned are permanent Station personnel and are not from the Fleet Assistance Program.

c. Coordinating Instructions

(1) The S-1 Officer will administer the program and ensure compliance through proper administrative tracking.

(2) Headquarters and Headquarters Squadron command element will ensure the assigned responsible billets are tasked and filled, and coordinate processing through Station S-1.

5. Administration and Logistics. This Order will be reviewed on an annual basis. Recommendations for improvement/changes will be submitted to the S-1 Officer.

6. Command and Signal.

a. Command. This Order is applicable to all Marine Corps Air Station Staff Sections.

b. Signal. This Order is effective the date signed.


J. R. SNIDER

DISTRIBUTION: A



ORIGINAL
UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BEAUFORT, SOUTH CAROLINA 29904-5001

ASO 1000.2B Ch 1
S-1
24 JUN 2011

AIR STATION ORDER 1000.2B Ch 1

From: Commanding Officer
To: Distribution List

Subj: STATION ASSISTANCE PROGRAM (SAP) FOR NON-T/O BILLETS

Encl: (1) New page insert to ASO 1000.2B

1. Situation. To transmit a new page insert to the basic order.
2. Execution. Remove enclosure (1) and replace with corresponding enclosure contained in enclosure (1).
3. Filing Instructions. File this change transmittal behind the signature page of ASO 1000.2B.

D. G. RICHARDSON
Acting



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION BEAUFORT,
SOUTH CAROLINA 29904-5001

ASO 1000.2B Ch 2
S-1

10 OCT 2013

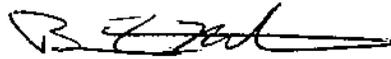
AIR STATION ORDER 1000.2B Ch 2

From: Commanding Officer
To: Distribution List

Subj: STATION ASSISTANCE PROGRAM (SAP) FOR NON-T/O BILLETS

Encl: (1) New page insert to ASO 1000.2B

1. Situation. To transmit a new page insert to the basic order.
2. Execution. Remove enclosure (1) and replace with corresponding enclosure contained in enclosure (1).
3. Filing Instructions. File this change transmittal behind the signature page of ASO 1000.2B.


B. C. MURTHA

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

SAP BILLET ASSIGNMENTS

ASO 1000.2B W/ CH 2

Billet	Grade	Information
Billeting Clerk (2)	Sgt/Below	Report to Centralized Billeting. Processes incoming/outgoing permanent and transient guests.
Combat Swimmer	Any	Reports to S-3 training. Assists in Combat Water Survival Training. (1 Apr-31 Oct)
Corporal School SNCOIC	GySgt	Reports to Station Sergeant Major. Supervises all aspects of the Corporals School. (12 months)
Corporal School Instructor	SSgt/Sgt	Reports to SNCOIC. Performs duties as Instructor/Advisor.
Tax Center Clerk	Any	Reports to OIC Tax Center, PISC. (Dec-Apr)
Gym Attendant (2)	Any	Reports to MCCS SNCOIC.
Crisis Management Force (50)	Any	Reports to PMO Operations Chief in the event of Crisis Management Force (CMF) activation
ATFP Guard (6) FPCON (B+)	Any	Reports to PMO Operations Chief in the event of FPCON elevation or to meet level II security area manning requirements as set by PMO.
ATFP Guard (21) FPCON (C/C+)	Any	Reports to PMO Operations Chief in the event of FPCON elevation.
ATFP Guard (10) FPCON (D)	Any	Reports to PMO Operations Chief in the event of FPCON elevation.

ENCLOSURE (1)